DOCUMENT RESUME

ED 205 223 IR 009 535

AUTHOR Byrne, T.: And Others
TITLE Feasibility Study to Establish a Municipal Publications Collection.
PUB DATE [81]
NOTE 33p.: Best copy available.

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS Academic Libraries: *City Government: Classification: Feasibility Studies: *Government Publications: Library Acquisition: *Library Collections: Library Surveys: Library Technical Processes: Questionnaires
IDENTIFIERS *Virginia (Richmond)

ABSTRACT

This report documents the operations of a Virginia Commonwealth University library work group charged with investigating the feasibility of establishing a collection of municipal publications originating from the Richmond area. A brief description of the activities of the group is followed by recommendations in three areas: collection administration, collection statement, and technical processing. The final section contains copies of the questionnaires used in site visits to libraries holding municipal documents collections, and summaries of the results of those inquiries. (FM)

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FEASIBILITY STUDY TO ESTABLISH A MUNICIPAL PUBLICATIONS COLLECTION

by

T. Byrne
L. Greenfield
G. Meyer
D.A. Yanchisin

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FEASIBILITY STUDY TO ESTABLISH A MUNICIPAL PUBLICATIONS COLLECTION

By T. Byrne, L. Greenfield, G. Meyer, D. A. Yanchisin
Virginia Commonwealth University Libraries

Task forces or work groups established on an ad hoc basis to accomplish short range planning and implementation procedures are a vital force in organizations. The following report documents the operations of one work group at the James Branch Cabell Library, Virginia Commonwealth University charged with investigating the feasibility of establishing a municipal publications collection.

The James Branch Cabell Library is the library for the academic or west campus of Virginia Commonwealth University; a second library, the Tompkins-McCaw Library, serves the medical or east campus. Located in Richmond, Virginia the two campuses are approximately a mile and a half apart and connected by a shuttle bus service operated by the University. Both libraries are administered by the Director of University Libraries, Gerard B. McCabe. Although there are some informal reading rooms on both campuses, the administrators of the University Libraries have successfully prevented the development of departmental or divisional libraries while providing reasonable levels of service to the thirteen schools of the University and satisfying the demands made by rapidly developing programs on both campuses.

In January 1981 the heads of the Collection Development and the Reference Departments of the James Branch Cabell Library were invited by the Assistant Director for Development of the Center for Public Affairs to visit the Center and to discuss the growing number of

publications being stored at the Center. The two librarians reported on their visit at the Library's Materials Selection meeting, one of the Library's standing committees. The Director of University Libraries appointed a work group to investigate the feasibility of establishing a municipal publications collection. Following is a brief chronology of the feasibility study conducted by the contributors of this report during the first three months of 1981:

Jan. 21 Materials Selection meeting: work group appointed by Director of University Libraries

Jan. 28 Initial meeting of work group

Feb. 13 Chairperson of work group meets with J. Lantrip and Dr. P. Roggermann

Feb. 18 Work group meets to devise strategy: chairperson assigns areas of responsibility for report

Mar. 4 Work group reviews sections of report

Mar. 18 Materials Selection meeting: work group presents report; follwing discussion Committee accepts report and passes it on to Library Administration

At the first meeting of the work group, the chairperson emphasized the need for responding as quickly as possible to the challenge from the Director of University Libraries. The meeting took place immediately preceeding the mid-winter conference of the American Library Association. Those members of the work group planning to attend the conference agreed to gather data and to talk with colleagues. Also the group decided to conduct a field survey of Virginia libraries and a questionairre was developed. Meanwhile, the chairperson of the work group met with Jennifer Lantrip, Assistant Director for the Center for Public Affairs, and Dr. Peter Roggermann of the Urban

the Urban Studies and Planning Department to discuss faculty needs. The following memorandum announcing the second meeting of the work group presents the substance of the chairperson's meeting with the faculty members.

M E M O R A N D U M

TO: Municipal Documents Work Group

FROM: Dan Yanchisin, Special Collections Librarian

DATE: February 16, 1981

SUBJECT: Meeting, 2:00 p. m., Wednesday, February 18

I am calling us together because of a meeting I had with Dr. Lantrip and one of her colleagues last Friday. In that meeting I found out the following:

1. We cannot expect any immediate funding to establish a municipal documents collection;

2. A collection of municipal documents does not exist at the present time beyond personal office files, so we are talking about building a collection and not taking over an existant one;

3. While there is no collection, Lantrip and her colleagues were prepared to put us on mailing lists, which I passed on for the present;

4. Dr. Lantrip and her colleagues were of the opinion that a municipal documents collection should be a reference rather than a circulating collection;

5. The initial deadline was an artificial one that need not be met by us.

I shall elaborate on these brief comments in our meeting. In my opinion it is important for us to move as quickly as possible on what could prove to be a pilot project enabling the Library to take over other collections that do exist in the Public Administration Department and the Center for Public Affairs. While I believe a field survey is still necessary, I should like to see us develop the outline of an operational plan at the conclusion of our meeting.

DAY:kc

After priorities were established by the work group at its second meeting, the chairperson assigned responsibilities for preparing sections of the report. At their final gathering the members of the work group presented the sections of the report they prepared to the group. In the ensuing discussion particular attention was paid to such essentials as administration, acquisition, classification, and definition of the proposed collection. It was agreed that the chairperson would collect the revised sections of the report and prepare a cover memorandum transmitting the report to the Director of University Libraries at the next regularly scheduled meeting of the Materials Selection Committee. Mr. McCabe was unable to attend the Materials Selection meeting where the report was evaluated, but he transmitted his comments through one of the members of the work group, who had met with him earlier in the day on other library business. The only substantive alteration to the report was the delineation of the SMSA and the map illustrating the SMSA inserted in the Collection Development statement. It was suggested by Mr. McCabe that the report be submitted to ERIC for the benefit of colleagues at other libraries either considering feasibility studies for new services or beginning a municipal publications collection.

M E M O R A N D U M

TO: Jennifer Lantrip, Center for Public Affairs
Dr. Peter Roggemann, Urban Studies

FROM: Dan Yanchisin, Special Collections Department

DATE: April 8, 1981

SUBJECT: Municipal Publications Collection

In respect to our discussion regarding the establishment of a Municipal Publications Collection at the Library, we have concluded a feasibility study which has been approved by the Library Administration. Responsibility for establishing a collection has been assigned to our Reference Department. I am sure that our Head Reference Librarian, Carol Parke, or one of her staff will be in touch with you. I have included a copy of our study for your benefit. I hope that we will be able to establish a collection which will prove beneficial to you and your colleagues.

Enc.

cc: Carol Parke

MEMORANDUM

TO: Gerard B. McCabe, Director of University Libraries

FROM: Dan Yanchisin, Special Collections Librarian

DATE: March 16, 1981

SUBJECT: Report of Municipal Publications Work Group

In compliance with your charge to investigate the feasibility of establishing a municipal publications collection, you will find attached the report of our work group: Dan Yanchisin, chairman; Tim Byrne; Louise Greenfield; Gudrun Meyer; with Ilene Hammond representing CPD.

As a result of our investigations directed toward the availability of municipal publications in the Richmond area and the needs of faculty and students for these documents, we unanimously recommend the establishment of a municipal publications collection at the James Branch Cabell Library. Although a municipal publications collection would have quantitative limits (for instance, we found that the collection at the Richmond Public Library dating from 1972 consisted of approximately 1,000 documents), it would have a definite impact on library services in terms of meeting the priorities and teaching programs of an urban university such as VCU.

We viewed our work of data gathering and preparation of a planning proposal as the first stage in providing a new service. We pass our report on to you for the second stage of administrative review. We feel that if you accept our findings with or without modification then we have laid the groundwork for the third and final stage of implementation. Indeed, two of our members will continue to gather data by interviewing faculty and by visiting other libraries and bibliographic agencies in the Richmond area.

Our report is presented in four sections, three of recommendations and one of field survey results:

1. Collection Administration
2. Collection Statement
3. Technical Processing
4. Questionnaires & Results of Library Visitations

Enc.

cc: Assistant Directors
Department Heads

SECTION I: COLLECTION ADMINISTRATION

Service Level:

We recommend that a municipal publications collection be established in conjunction with the present Virginia State Publications Collection and that it be administered by the librarian in charge of that collection. While realizing that we are overstepping the boundaries of our assigned task, we deem it essential that a municipal publications collection be properly managed. Therefore, we recommend that the University Library Administration consider releasing the Reference Department's Clerk B position for part-time service with State and Municipal Publications. In keeping with the needs of faculty and students, we recommend that the collection be maintained as a non-circulating reference collection.

Bibliographic Service:

We believe it important that municipal publications be reported to the major data bases. We recommend that serial (i.e., annual reports, budget documents) and other select municipal documents be recorded in the Library's data base. We also urge that the Library take up the mantle relinquished by the Richmond Public Library and report municipal documents for the Richmond area to Current Urban Documents. It is our understanding that Current Urban Documents offers a discount to its contributing libraries.

Publicity:

Every possible means should be pursued to publicize the service following implementation. It was suggested that the Library might want to sponsor a mini-workshop on municipal publications for potential users. The members of the work group expressed an interest in participating in an instructional program

SECTION I: COLLECTION ADMINISTRATION (CONT'D):

Publicity (cont'd):

on municipal publications. An intermittent memorandum of selected new acquisitions issued on a need-to-know basis to faculty and students might be a productive means of advertising the service or new acquisitions to the collection might be announced through existing University publications such as Research In Action and its supplements. The Librarian charged with responsibility for the collection should prepare a Library pathfinder for municipal publication.

SECTION II: COLLECTION STATEMENT

Purpose:

A collection of Richmond area municipal documents would support present and anticipated university teaching and research to the Ph.D. level in the School of Social Wrok, the School of Public Affairs, particularly the departments of Urban and Regional Studies, Public Administration and Political Science, the School of Business, particularly the Economics Department and the Department of Mass Communications. Hence, it would contribute to VCU's goal of establishing the university "as a planning and resource center which, drawing upon the unique resources of a major urban area, is devoted to the solution of problems confronting Virginia's communities; to the identification of emerging social needs, and to the planning required for orderly future growth and development."

Treatment of Subject:

Major emphasis will be on the statistical, analytical or descriptive treatment of subject matter, although some items of less analytical rigour may be included depending on the subject area. In general, documents of an economic, social, demographic and financial nature will be given priority.

Types of Materials:

Materials should be in published form and bound in some manner. This may include annual reports, budgets, planning documents, etc. Maps, such as survey and zoning maps will be collected selectively. Preliminary reports, memos, agenda of meetings, etc., will be collected only by special request and discarded promptly.

SECTION II: COLLECTION STATEMENT (CONT'D)

Geographical Guidelines:

Richmond city documents along with Chesterfield and Henrico county documents will be collected in some depth. The documents of outlying counties with the Richmond, Virginia, SMSA will be acquired only by special request depending on the agency (See Map).

Date of Publications:

Emphasis will be on current materials, except for major items, such as budgets, annual reports, proceedings of the city council, etc., where an attempt at retrospective collection development will be made. Retention periods will vary, depending on the nature of the document.

RICHMOND, VIRGINIA SMSA AREA CODE 6760

Richmond City

Charles City County

Chesterfield County

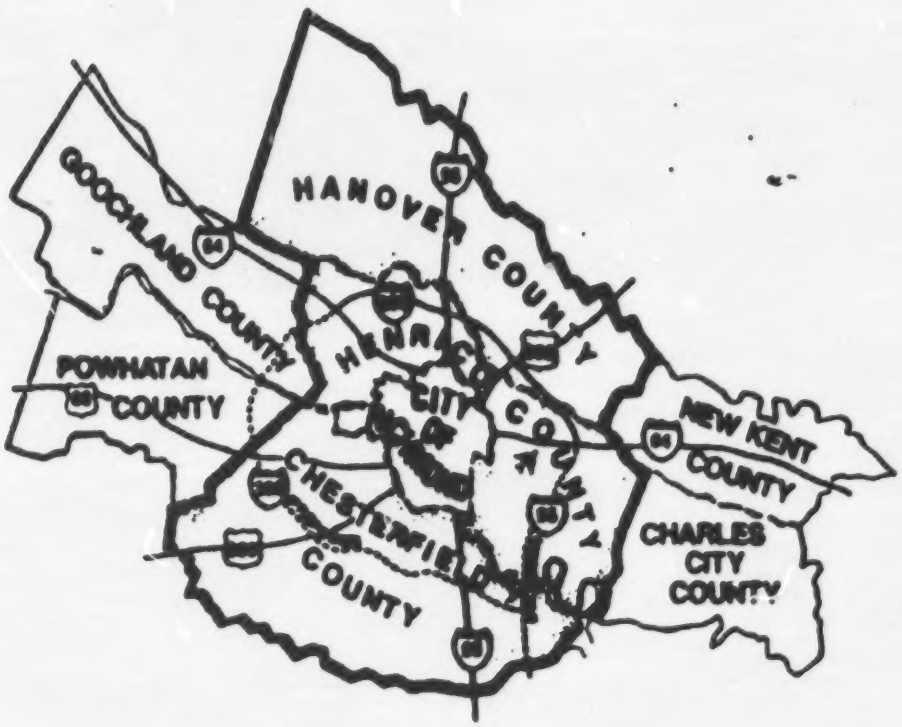
Goochland County

Hanover County

Henrico County

New Kent County

Powhatan County



RICHMOND STANDARD METROPOLITAN STATISTICAL AREA
RICHMOND METROPOLITAN AREA

SECTION III: TECHNICAL PROCESSING

The technical processing of municipal documents will include the acquisition, classification, processing and cataloging.

Acquisition:

The first step in acquiring municipal publications is identification of those materials published by city agencies, boards, commissions, etc. This will be done by the Municipal Publications Librarian through direct contact with city agencies and public information officers. Materials will also be identified through municipal newsletters, city and county newspapers and individual patron requests. All material will be sent directly to the Municipal Publications Librarian. A process will be established to include this department on the publication mailing lists of selected municipal agencies.

Classification:

Each document will be assigned a classification number by the Municipal Publications Librarian. The classification scheme used will be based on the Superintendent of Documents Classification System. This system consists of alpha characters to designate the parent agency, a numeric for the subagency, a numeric for the publication type, and a cutter number or a series number to identify the individual publication. (See following pages for description of system).

Processing and Cataloging:

The processing that will take place in the Government Publications Office will include the check-in procedures, property stamping, stripping for security system, and labeling. Once these procedures are completed, the publications

Processing and Cataloging (Cont'd):

will be sent to the Central Processing Division for cataloging in accordance with the statement regarding Bibliographic Services in Section I of this report.

OPTIONS

	Option 1	Option 2
Human Resources	HR 1	HR 1
Public Welfare	HR 2	W 1
Public Health	HR 3	H 1
Mental Health & Mental Retardation	HR 4	MH 1
Developmental Programs	HR 5	DEV 1

Model Neighborhood News

HR 5.	DEV 1.
3:	3:
6/2	6/2

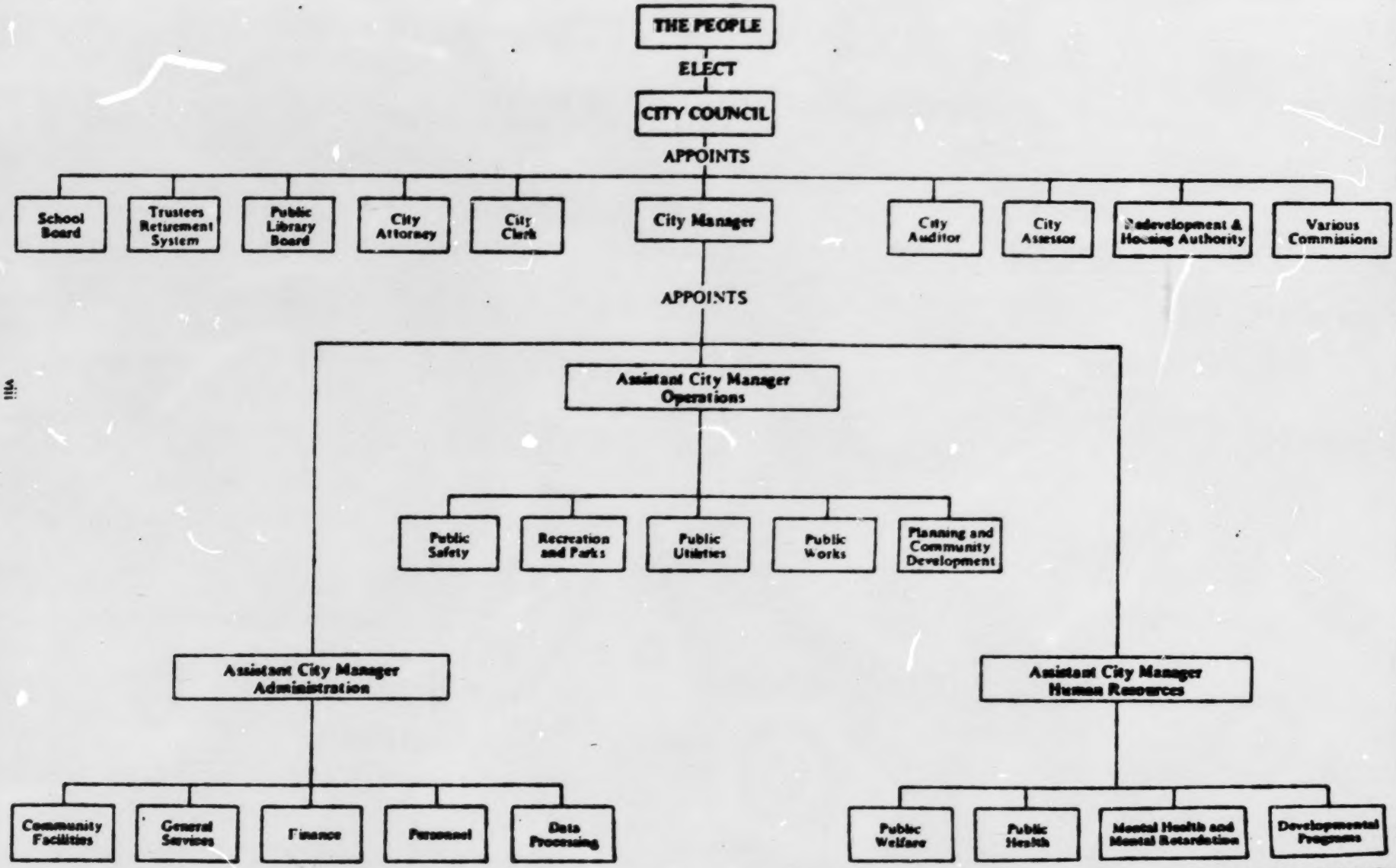
Public Health Annual Report

HR 3.	H 1.
1.	1.
978	978

Should an agency change its name, as the Dept. of Model Neighborhoods changed to Dept. of Developmental Programs in 1974, Option 1 requires no change where as Option 2 does. (MN to DEV) Option 2 thus splits the publications from the same agency.

CITY OF RICHMOND

Organization Chart



	Option 1	Option 2
City Council	C	C
City Manager	CM	CM
School Board	SB	SB
Trustees Retirement System	RS	RS
Public Library Board	PL	PL
City Attorney	AT	AT
City Clerk	CL	CL
City Auditor	AU	AU
City Assessor	AS	AS
Redevelopment & Housing Authority (Various Commissions)	RHA	RHA
Administration	ADM 1.	
Community Facilities	ADM 2.	CF
General Services	ADM 3.	GS
Finance	ADM 4.	F
Personnel	ADM 5.	P
Data Processing	ADM 6.	DP
Operations	OP 1.	
Public Safety	OP 2.	PS
Recreation and Parks	OP 3.	RP
Public Utilities	OP 4.	U
Public Works	OP 5.	PW
Planning and Community Development	OP 6.	PCD
Human Resources	HR 1.	
Public Welfare	HR 2.	W
Public Health	HR 3.	H
Mental Health & Mental Retardation	HR 4.	MH
Development Programs	HR 5.	DEV

PRINCIPLES OF THE SYSTEM

The basis of the classification is the grouping together of the publications of any Government author—the various departments, bureaus, and agencies being considered the authors. In the grouping, the organizational structure of the United States Government is followed, that is, subordinate bureaus and divisions are grouped with the parent organization.

Author Symbols

Each executive department and agency, the Judiciary, Congress, and other major independent establishments are assigned a place in the scheme. The place is determined by the alphabetical designation assigned to each, as "A" for Agriculture Department, "Ju" for Judiciary, and "NS" for National Science Foundation, the designation usually being based on the name of the organization. (See attached Table 1 for symbols currently in use.)

Subordinate Offices

To set off the subordinate bureaus and offices, numbers are added to the symbols with figure "1" being used for the parent organization and the secretary's or administrator's office. Beginning with the figure "2" the numbers are applied in numerical order to the subordinate bureaus and offices, these having been arranged alphabetically when the system was established, and new subordinate bureaus or offices having been given the next highest number. A period follows the combination of letters and numbers representing the bureau or office. For example:

Agriculture Department (including Secretary's Office)	A 1.
Forest Service	A 13.
Information Office	A 21.
Rural Electrification Administration	A 68.

Series Designations

The second breakdown in the scheme is for the various series of publications issued by a particular bureau or office. A number is assigned to each series and this number is followed by a colon.

In the beginning the following numbers were assigned for the types of publications common to most Government offices:

1: Annual reports
2: General publications (unnumbered publications of a miscellaneous nature)
3: Bulletins
4: Circulars

In setting up classes for new agencies or bureaus, these numbers were reserved for those types of publications. Later, new types common to most offices evolved and the following additional numbers were set aside in the classes of new agencies for particular types of series:

5: Laws (administered by the agency and published by it)
6: Regulations, rules, and instructions

7: Releases
8: Handbooks, manuals, guides

Any additional series issued by an office are given the next highest number in order of issuance—that is, as an office begins publication of a series the next highest number not already assigned to a series is assigned to the new series of the particular office.

Related Series

New series which are closely related to already existing series are not tied-in to the existing series so as to file side by side on the shelf. Originally no provision was made for this except in the case of separates from publications in a series. Tie-in is provided by use of the shilling mark after the number assigned to the existing series, followed by a digit for each related series starting with "2". (The "1" is not generally used in this connection since the existing series is the first.) Separates are distinguished by use of a lower case letter beginning with "a" rather than by numbers.

A theoretical example of these "tie-in" classes is as follows:

4: Circulars
4/a: Separates from Circulars (numbered)
4/b: Separates from Circulars (unnumbered)
4/2: Administrative Circulars
4/3: Technical Circulars

Class Stem

Thus by combining the designations for authors and those for the series published by the authors, we obtain the class stems for the various series of publications issued by the United States Government. For example:

A 1.10: Agriculture Yearbook
A 13.1: Annual Report of Chief of Forest Service
A 57.38: Soil Survey Reports

Book Numbers

The individual book number follows the colon. For numbered series the original edition of a publication gets simply the number of the book. For example, Department of Agriculture Leaflet 381 would be A 1.35:381. For revisions of numbered publications, the shilling mark and additional figures beginning with 2 are added, as: A 1.35:381/2, A 1.35:381/3, etc.

In the case of annuals, the last three digits of the year are used for the book number, e.g., Annual Report of Secretary of Agriculture, A 1.1:954. For reports or publications covering more than one year, a combination of the dates is used, e.g., Annual Register of the U.S. Naval Academy, 1954-1955 is D 208.107:954-55.

Unnumbered publications (other than continuations) are given a book number based on the principal subject word of the title, using a 2-figure Cutter table. An example is Radioactive Heating of Vehicles Entering the Earth's Atmosphere, NAS 1.2:R 11, "Radioactive" being the key subject word and the Cutter designation being R 11. Another publication, Measurements of Radiation from Flow Fields of Bodies Flying Speeds up to 13.4 Kilometers per Second issued by the same agency, falling in the same series class (NAS 1.2:), and having the same Cutter number for the principal subject word, is individualized by adding the shilling mark and the figure 2, as NAS 1.2:R 11/2. Subsequent different publications in the same subject group which take the same Cutter designation would be identified as R 11/3, R 11/4, etc.

In assigning book numbers to unnumbered separates or reprints from whole publications, the 3-figure Cutter table is used. This is done for the purpose of providing for finer distinctions in class between publications whose principal subject words begin with the same syllable. The 3-figure table is also sometimes used in regular unnumbered series for the same purpose.

Another use of the 3-figure Cutter table is for non-Government publications which although not officially authored by a particular Government bureau or agency, may have been written by some of its personnel, or may be about it and its work, and it is desirable to have them filed on the shelf with the organization's own publications. The book numbers assigned to the non-Government publications are treated as decimals so as to file with the same subject groups but yet not disturb the sequence of book numbers of publications actually authored by the organization.

Revisions of unnumbered publications are identified by addition of the shilling mark and the last three digits of the year of revision. For example, if the first publication mentioned in the preceding paragraph was revised in 1964, the complete classification would read NAS 1.2:R 11/964. Subsequent revisions in the same year would be identified as 964-2, 964-3, etc.

Periodicals and other continuations are identified by number, or volume and number as the case may be. Volume and number are separated by use of the shilling mark. Some examples are:

Current Export Bulletin, No. 732, C 42.11/2:732
Marketing Information Guide, Vol. 17, No. 1, C 41.11:17/1

Unnumbered periodicals and continuations are identified by the year of issuance and order of issuance throughout the year. The last three digits of the year are used, and a number corresponding to the order of issuance within the year is added, the two being separated by the shilling mark. An example is:

United States Savings Bonds Issued and Redeemed, January 31, 1954, T 63.7:954/1

SPECIAL TREATMENT OF PUBLICATIONS OF CERTAIN AUTHORS

While the foregoing principles and rules govern the classification of the publications and documents of most Government authors, special treatments are employed for those of certain Government agencies. These consist of classes assigned to:

(1) Some series issued by the Interstate Commerce Commission
(2) Boards, Commissions, and Committees established by act of Congress or under authority of act of Congress, not specifically designated in the Executive Branch of the Government nor as completely independent agencies
(3) Congress and its working committees
(4) Mutilateral international organizations in which the United States participates
(5) Publications of the President and the Executive Office of the President including Committees and Commissions established by executive order and reporting directly to the President

SECTION IV: QUESTIONNAIRES AND RESULTS OF LIBRARY VISITATIONS

MUNICIPAL PUBLICATION COLLECTION QUESTIONNAIRE

1. Do you have a Municipal Publications Collection?

2. What is the focus of your collection?

3. Do you have a written collection policy?

4. How do you identify city documents (newsletters, reports, studies, publication catalogs, etc.)?

5. How do you acquire these publications?

6. How are they cataloged and classified?

7. Why was this classification system chosen?

8. Can you identify any distinct advantages of using this system?

9. Can you identify any distinct disadvantages of using this system?

10. If you were to begin your collection today would you using the same classification system?

11. If not - what would you consider and why?

12. Who can use the collection?

13. How is the material accessed?

14. What is your circulation policy?

15. How current is your collection?

16. How are older publications handled?

17. How are your materials and services publicized?

18. Do you report to any indexing service, such as Current Urban Documents?

LIBRARY VISITATION CHECKLIST

Richmond Public Library

1. What is the focus of your collection?

   The Richmond Public Library attempts to collect all annual reports, departmental budgets, city ordinances and resolutions.

2. Do you have a written collection policy?

   There is no written collection policy.

3. How do you identify city documents (newsletters, reports, studies, publication catalogs, etc.)? How do you acquire these publications?

   The Richmond Public Library is established on mailing lists in various departments of the city government. These departments routinely send the library their publications. The librarians find the city's employee newsletter and Richmond newspapers are helpful sources for identifying city publications. They also find patron requests useful.

4. How are they processed (cataloged, classified, unit cost figured)?

   They have no formal system for cataloging and classifying the publications. Librarians use a shelf list which is arranged broadly by agency, and then alphabetically by title of document.

5. Who can use the collection?

   There are no restrictions on who can use the collection. Public school students, VCU students, and community groups, and local businesses are the most consistent user groups.

6. How is the material accessed?

   There is no public access to the municipal documents. Librarians work with the shelf list in answering patron request. All materials are kept in a closed stack arrangement.

7. What is your circulation policy?

   The materials do not circulate.

8. How current is your collection?

   The collection began in 1972 and continues to the present.

9. How are older publications handled?

All materials are in the closed stack arrangement. Some materials, such as early Richmond city budgets were originally included in the circulating collection and have not been removed.

10. How are materials publicized? How are your services publicized?

The Richmond Public Library does not publicize its city publications collection. They believe however that many people are aware that the main city library is the usual depository for city publications.

LIBRARY VISITATION CHECKLIST

Virginia Beach Municipal Reference Library

What is the focus of your collection?

The primary goal is to provide library services to city departments and includes any information deemed relevant to the city administration regardless of source. 90% of the work is related to city agencies. As of now little work has been done with quasi-agencies (charity) but it is increasing.

Do you have a written collection policy?

See enclosed.

How do you identify city documents? (newspapers, newsletters, catalogs, etc.)

The most important sources for the identification of city documents are personal contacts, newspapers, newsletters-particularly materials from the International City Management Information Services Reference Library-Current Urban Documents, Monthly Catalog...
A city ordinance requiring automatic deposit of all city documents is in the works.

How do you acquire these publications?

Most of them are acquied free of charge through city agencies. Outside consultant's reports are borrowed from departments, copied and kept on microfiche. An exchange program with cities whose documents are of special interest to Virginia Beach is also in existence.

How are they processed(cataloged, classified, unit costs figured)?

They are cataloged by subject only. The lists of subject headings published by HUD and the Institute for Urban and Regional Affairs at Washington University in St. Louis are used. Processing is done centrally.

Who can use the collection?

Anyone can use the collection, but only city employees can check out materials. Materials ate also loaned to other branches of the city library where they may be used. See enclosed.

What is your circulation policy?

Depending on the type of material, the circulation period is up to 3 weeks. See enclosed.

How is the material accessed?

Most of the materials are included in the systemwide COM catalog.

How current is your collection?

Everything has been kept since 1972. Virginia Beach municipal documents housed in the library total about 90 as of now in hardcopy plus an unspecified number on fiche.

How are older publications handled?

The library is prepared to function as an archive and plans to keep all materials.

How are materials publicised?

Memos are sent out to departments about new acquisitions.

How are your services publicised?

-By a librarian's attendance at departmental meetings.
-By the cultivation of personal relationships that lead to increased use over time.
-By new employees being given tours of the facilities as part of their orientation package.
-By publication of a brochure and a column in the employee newsletter.

Library Visitation
Central Regional Library - Fairfax County Public Library

1. What is the focus of your collection?

The Municipal Publications Collection is housed in the Virginia Room of the Central Regional Library. The materials are integrated into a larger collection of Virginia State Publications and Virginia history. The focus of the collection is historical. Municipal documents are, of course, acquired for current use, but there is emphasis placed on those materials expected to have special historical value.

2. Do you have a written collection policy?

There is no written collection policy.

3. How do you identify city documents (newsletters, reports, studies, publication catalogs, etc.)?

4. How do you acquire these publications?

- Collection arrangements have been established with both city and county Public Information Offices. These offices acquire publications from individual departments and forward them directly to the appropriate library staff members.
- A central acquisitions staff is responsible for ordering all publications.
- Central Regional librarians can require that materials found in any branch library be removed from that branch and added to the Central library's permanent collection. New materials are acquired this way and missing materials can be replaced.
- Other sources of indentification.
    - Newspapers, especially local county publications
    - Newsletters, issued by various city departments
    - Patron requests

5. How are they processed (cataloged, classified, unit cost figured)?

A Technical Services Division processes all library materials. Municipal documents like all other items, receive a Dewey Decimal number. Very broad subject headings are assigned.

6. Who can us the collection?

The Virginia Room is open to the general public and serves specifically residents of Fairfax County.

7. How is the material accessed?

The Fairfax County Library system has a central COMcatalog with access by Subject, Title and Name.

8. What is your circulation policy?

The Virginia Room has a "non-circulating" policy for all materials. This policy is maintained to preserve the continuity of the collection.

9. How current is your collection?

10. How are older publications handled?

Because of the historical nature and focus of the collection all documents are kept. The most current municipal publications are displayed separately for about 4 weeks, then integrated into the collection.

11. Are materials publicized?

12. Are your services publicized?

Library staff members admitt that publicity is their major weakness. They have not, up until now, publicized their services or reached out to the community.

Recently, a Legislative Information Service (LIS) was designed to draw in patrons from community organizations, and business firms.